



# UNIVERSITY OF JAMMU

(NAAC ACCREDITED 'A' GRADE' UNIVERSITY)  
Baba Sahib Ambedkar Road, Jammu-180006 (J&K)

Academic Section

Email: [academicsectionju14@gmail.com](mailto:academicsectionju14@gmail.com)

## NOTIFICATION

(23/June /Adp. /47)

It is hereby notified for the information of all concerned that the Vice-Chancellor, in anticipation of the approval of the Academic Council, is pleased to authorize the adoption of the revised Syllabi and Courses of Study in the subject of **Public Administration** for Semester Ist and IInd for **Four Year Under Graduate Programme (FYUGP)** under the **Choice Based Credit System** as per **NEP-2020 (as given in the annexure)** for the examinations to be held in the years indicated against each semester as under:-

Subject	Semester	Old Course	New Course	For the examinations to be held on	% of change
Public Administration	Semester -I	UMDPAT-103 (Multidisciplinary Course)	UMDPAT-105 (Multidisciplinary Course)	Dec. 2023, 2024 and 2025	100%
	Semester -II	UMDPAT-203 (Multidisciplinary Course)	UMDPAT-205 (Multidisciplinary Course)	May 2024, 2025 and 2026	100%

The Syllabi of the courses is available on the University website:  
[www.jammuuniversity.ac.in](http://www.jammuuniversity.ac.in)

Sd/-

DEAN ACADEMIC AFFAIRS

No. F. Acd/II/23/5513-5552

Dated: 20-6-2023

Copy for information and necessary action to:

1. Dean, Faculty of Social Science
2. Convener, Board of Studies in **Public Administration / Political Science**
3. Sr. P.A.to the Controller of Examinations
4. All members of the Board of Studies
5. Confidential Assistant to the Controller of Examinations
6. I/C Director, Computer Centre, University of Jammu
7. Deputy Registrar/Asst. Registrar (Conf. /Exams. UG/Eval Non-Prof)
8. Incharge, University Website for Uploading of the notification.

*Sumilashame*  
Deputy Registrar (Academics)

*15/6*

*15/6/23*

**B.A Public Administration as Per NEP-2020**  
**Semester-I (Session December 2023, 2024 & 2025)**  
**MD Course Code: UMDPAT -105**

**Course Title: Civil Services in India**

**Duration of Exam: 3 hrs**

**Contact Hours: 45**

**Total Marks: 75**

**Credits: 3**

**Mid Sem. Test: 15**

**End Sem. Exam: 60**

**Objectives and Learning Outcomes:** The syllabus on Civil Services in India aim to provide an understanding of the structure and functioning of the country's civil services. The objectives are to familiarize students with the historical evolution of civil services, recruitment and training processes, the functions and responsibilities of the Central Secretariat, Cabinet Secretariat, and PMO, and an in-depth analysis of the role and responsibilities of the District Collector. The learning outcomes include an understanding of the evolution of civil services, recruitment and training processes, functions and responsibilities of the Central Secretariat, Cabinet Secretariat, and PMO, and the ability to analyse the role and responsibilities of the District Collector and suggest measures to address challenges faced by them.

**Unit 1 Civil Services in India: An Introduction**

- 1.1 Civil Services – A British legacy
- 1.2 All India Services (AIS) and Central Services -Features and Significance
- 1.3 Minister-Civil Servant Relationship-Principles of Neutrality and Anonymity

**Unit 2 Recruitment and Training of Civil Servants**


- 2.1 Meaning and Systems of Recruitment
- 2.4 Recruitment Agencies: UPSC & State PSC
- 2.5 Training: Objectives & Methods.

**Unit 3 – Central Secretariat, Cabinet Secretariat and PMO**

- 3.1 Organisation and Functions of Central Secretariat
- 3.2 Organisation and Functions of the Cabinet Secretariat
- 3.3 Organisation and Functions of Prime Minister's Office (PMO)

**Unit 4-District Collector**

- 4.1 Powers and Functions of District Collector
- 4.2 District Collector and Democratic Decentralisation
- 4.3 Changing Role of District Collector

  
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**Department of Political Science**  
**University of Jammu**  
**Jammu**

**B.A Public Administration as Per NEP-2020**  
**Semester-I (Session December 2023, 2024 & 2025)**  
**MD Course Code: UMDPAT-10 5**

**Course Title: Civil Services in India**


**Note for Paper Setter**

**Mid Semester Test:** The Mid Semester Test question paper will consist of eight questions set from the two units. The candidates are required to attempt any five questions. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. The time duration for the Mid Semester Test is 1 ½ hours.

**End Semester Examination:** The question paper shall consist of two sections. Section-A shall carry four short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. Section-B shall consist of eight long answer type compulsory questions at least carrying two questions from each unit. The candidate shall attempt four questions by selecting one question from each unit. The upper limit for the answer of each question will be 650-750 words and each question carries 12 marks. The time duration for the End Semester Examination is 3 hours.

**Suggested Reading**

Avasthi and Avasthi, *Public Administration*, Agra: Lakshminarayana Agarwal, 2017.  
Ramesh K Arora and Rajni Goyal, *Indian Public Administration-Institutions and Issues*, New Delhi: New Age International Publishers, 2020.  
SS Khera, *District Administration in India*, Bombay: asia Publishing House 1964  
BL Fadia and Kuldeep Fadia, *Public Administration in India*, Delhi: Sahitya Bhawan, 2022.  
SK Das, *The Civil Services in India*, Delhi: Oxford University Press, 2013.  
Kuldeep Mathur, *Recasting Public Administration in India: Reform, Rhetoric and Neoliberalism*, Delhi: Oxford University Press, 2019.

  
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**B.A Public Administration as Per NEP-2020  
Semester-II (Session May 2024, 2025 & 2026)  
MD Course Code: UMDPAT-205**

**Course Title: Civil Services in India**

**Duration of Exam: 3 hrs  
Credits: 3**

**Contact Hours: 45  
Mid Sem. Test: 15**

**Total Marks: 75  
End Sem. Exam: 60**

**Objectives and Learning Outcomes:** The syllabus on Civil Services in India aim to provide an understanding of the structure and functioning of the country's civil services. The objectives are to familiarize students with the historical evolution of civil services, recruitment and training processes, the functions and responsibilities of the Central Secretariat, Cabinet Secretariat, and PMO, and an in-depth analysis of the role and responsibilities of the District Collector. The learning outcomes include an understanding of the evolution of civil services, recruitment and training processes, functions and responsibilities of the Central Secretariat, Cabinet Secretariat, and PMO, and the ability to analyse the role and responsibilities of the District Collector and suggest measures to address challenges faced by them.

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- 1.1 Civil Services – A British legacy
- 1.2 All India Services (AIS) and Central Services -Features and Significance
- 1.3 Minister-Civil Servant Relationship-Principles of Neutrality and Anonymity

**Unit 2 Recruitment and Training of Civil Servants**

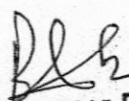
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**Unit 3 – Central Secretariat, Cabinet Secretariat and PMO**

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25 103

**B.A Public Administration as Per NEP-2020  
Semester-II (Session May 2024, 2025 & 2026)  
MD Course Code: UMDPAT-205**

**Course Title: Civil Services in India**

**Note for Paper Setter**

**Mid Semester Test:** The Mid Semester Test question paper will consist of eight questions set from the two units. The candidates are required to attempt any five questions. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. The time duration for the Mid Semester Test is 1 ½ hours.

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